

COMMITTEE NAME: BOARD OF TRUSTEES
 OTIS LIBRARY & MUSEUM, INC.

DATE: October 2, 2008

Time Called to Order: 6:06 pm
 Time Adjourned :8:00 pm

Chair(s): A. Weinstein; N. Levin
 Recorder: N. Levin

Location: Otis Library Conference Room

Members Present: Nancy Levin & Anita Weinstein, Co-Chairs; Robert Austin, Treasurer, Anne Cooper,

AGENDA	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ACTIONS	PERSON RESPONSIBLE/DUE DATE
Minutes	Minutes of September were reviewed. Several corrections	Discussion of co-mingling of funds clarification After review/edits/corrections, meeting minutes were approved	Nancy Levin
CW/MARS	Motion made to have Treasurer, Robert Austin, open separate account specifically for money raised in fundraising that is earmarked for CW/MARS project	Motion voted on and passed. Separate savings account will be opened at Legacy Bank	R. Austin N. Levin
Librarian's Report	<p><i>Items discussed:</i> Library still very busy</p> <p>ARIS report submitted giving circulation data</p> <p>K. Bort to work on State Certification papers for grant from state. Discussion followed about possibility of applying for a "petition for waiver" from the state for 18% instead of customary 20% in category of books and materials since our budget has been cut.</p> <p>Plan to go stack by stack and conclude alphabetizing all books to get everything back in order. Also moving paperback books to back porch and given away free. Intend to move some books into the hall. Any "yellowing" books will be disposed of.</p> <p>Kathy Bort spoke with John Kennedy about taking the A/C's out of the windows for the winter.</p>	<p>Robert Austin to complete financial areas of State papers. Once completed R. Austin will give back to K. Bort for submission to State.</p> <p>Vote taken. Decision not to ask for waiver and keep books and materials at 20% level.</p> <p>Clean-up and reorganization continuing.</p> <p>John Kennedy to do the A/C's as soon as he could.</p>	Library Staff Board Members

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Librarian's Report	Donor reports being updated in a database on regular basis.	Donor database finalized. Column added to Donor reports to show acknowledgment sent. K. Bort and Robert Austin worked to reconcile Donor list and amounts. Lois Hall to update reports in future Need to make room in file cabinets for Secretary's papers.	Kathy Bort Lois Hall
Treasurer's Report/ Financial Status	R. Austin gave a verbal financial report, including the monthly expenditures, checking and saving's balances, CD status and payroll. (attached report) Contributions are continuing to come in. Legacy Bank's \$500 check for Grant money for the Library's CW/MARS expansion to be put into newly opened savings account.	Fundraising numbers reconciled and revised. All questions were answered concerning changes, increases & additional expenses submitted. Treasurer's report accepted.	R. Austin Board Robert Austin Board
Public Record Law and Open Meeting Seminar & Ethics Meeting	Robert Austin attended the Open Meeting Seminar at Berkshire Community College Ethics Meeting on October 27 th at 6:30 pm in lieu of All Boards Meeting to be held at Town Hall	R. Austin brought back "A Guide to the Massachusetts Public Record Law" which was distributed. A speaker at the seminar took the first half of the meeting to discuss this matter. R. Austin also brought back new "Open Meeting Law" Booklets. All Trustees and Staff were told that the meeting was mandatory and to register with Lyn Minery, Town Clerk.	Robert Austin
Children's Program	Program Initially scheduled for once a month	L. Fay thinks she can handle twice a month programs. Notices to be arranged to be set with School so specific programs and dates are sent home with the children. Sign-up sheet on Director's Desk at Library. Information posted on website.	Lynne Fay Nancy Levin

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<p>Fund Raising/</p> <p>Grant Writing</p>	<p>Discussion by Board of possible fund raising events. Anne Cooper to pursue with Council on Aging about possibility of using Town Hall to hold Pancake Breakfast</p> <p>Possibility of having a Car Washing event as a fundraiser raised by A. Weinstein.</p> <p>Anne Cooper to investigate more grants in area as well as The Gates Foundation</p> <p>Preparation of papers for submission to State for Matching Grant Monies</p> <p>Cultural Council Grant - Amount of \$600 to be applied for Children's monthly program</p> <p>Kathy Bort suggested the idea of having a "Donor Coffee" specifically for Donors which would give them an early look at new releases.</p>	<p>Anne Cooper to contact Joe and Pat Ryan at Council.</p> <p>Temporarily discussed holding the Breakfast for Veteran's Day on Saturday, November 8th or 15th. No vote taken until Council is contacted.</p> <p>No vote taken. Idea postponed until Spring because of cool weather and concentration on Pancake Breakfast for November. Anita Weinstein spoke with Scoutmaster in Sandisfield about possibility of helping out for such an event. Scouts willing to help - depending on their schedule.</p> <p>Papers to be filed and sent to State before October 17th 2008</p> <p>Filing with Cultural Council - Anita Weinstein and Nancy Levin to fill out initial parts of Application and Kathy Bort to fill in necessary explanation of actual Children's Program which will be run by Lynne Fay</p> <p>Possibility of doing it in June or later in year.</p>	<p>Anne Cooper</p> <p>Anita Weinstein</p> <p>R. Austin</p> <p>Nancy Levin Anita Weinstein Kathy Bort</p>
<p>Policy & Procedures/Job Descriptions</p>	<p>Discussion to table topic</p>	<p>Voted to put on hold for another month or so</p>	<p>Board</p>
<p>WMRLS</p>	<p>September 18th 10-12noon Otis Library to host WMRLS meeting.</p>	<p>Meeting cancelled</p>	<p>K. Bort</p>

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Fall Cleanup	Date set for "Fall Cleaning" didn't work out, so K. Bort began clean-up with Lois hall. Kathy to speak with Lynne Fay about Children's program supplies in closet and in back room. Possible to weed out some of the items?	Clean-up of back closets to continue as staff has more time. Trustees to try to reschedule.	K. Bort Lois Hall
Board Member Resignation	Polly Carlin, Elected Trustee and Secretary Resigned. Position to be posted in Town Hall.	P. Carlin regretfully handed in her resignation due to family issues. Both Trustees who resigned to get Thank you letters in appreciation of their service and dedication. Posting of Trustee positions to be posted and put on website.	Anita Weinstein Nancy Levin
Next Meeting: Wednesday October 15 , 2008 at 4:30pm			